Creating a Personal Time Budget

List all of your responsibilities, obligations, commitments, duties, recurring to-do items, etc.

Try to think of everything you do on a regular basis, even if it is "as needed" rather than at regular intervals. (Do not include tasks that you do less often than quarterly.)

Divide them into categories based on their frequency and designate the appropriate letter next to each.

A = As Needed D = Daily B = Bi-Weekly W = Weekly. M = Monthly. Q = Quarterly

For those tasks that you do more regularly than this, you may also want to designate an additional category. (i.e., 2xD = Two times Daily, 3xW = Three times Weekly, etc.)

Determine which Time-Budgeting Classification they fall into.

- Non-Negotiable/Unchangeable (Rocks)
- Negotiable/Unchangeable (Pebbles)
- Non-Negotiable/Changeable (Sand)
- Negotiable/Changeable (Water)

Move them into your time grid in the appropriate order according to priority and frequency.

Remember: The rocks have to go in first, the pebbles second, the sand third, and the water last.

(Tip: Try to group tasks that fall into the same time budgeting classification AND that take about the same amount of time AND that you do with the same frequency together so they create consistent blocks throughout the week. For instance if you have two Non-Negotiable/Changeable tasks that both take approximately one hour, and you perform one of the tasks twice a week, and the other task three times a week, put those activities at the same time every day spread across the week. One of them on Monday, Wednesday, and Friday, and the second task on Tuesday and Thursday.)

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